

Sub: Thank you letter for the job offer

Dear Mr/ Ms. (Hiring manager's last name)

Kindly consider this letter as my formal acceptance of the job offer for the position (name the position). I am grateful to you for considering my application.

Thank you for contacting me by phone and clearing my doubts regarding the employment contract. Kindly assist me with the onboarding process. I will be able to join on (insert date/month, day). Please do let me know if there is any missing paperwork to be completed.

Once again, thank you for all the help you provided. I appreciate your time and effort.

Kind regards,

(your name)

